PeopleSoft Printing the State Payroll Register



September 8, 2006

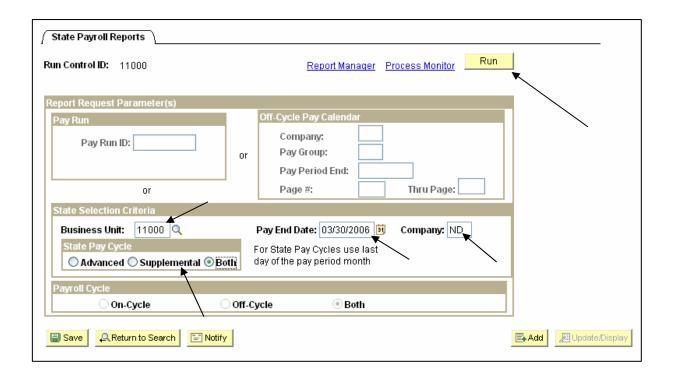
REQUESTING A STATE PAYROLL REGISTER

Use the following navigation to 'State Payroll Register' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>State Payroll Register

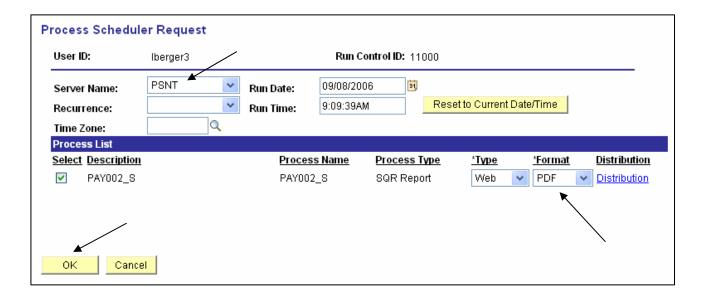


'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

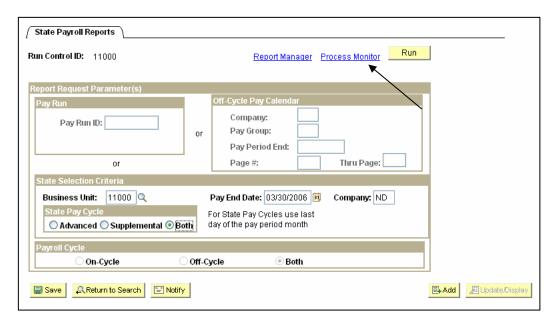
The screen on the following page shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). Enter the pay end date for the month that you would like print. You must also enter 'ND' in the company. You will then select Advanced, Supplemental, or Both, depending on what payroll you need the register run for. Then Click 'Run'.



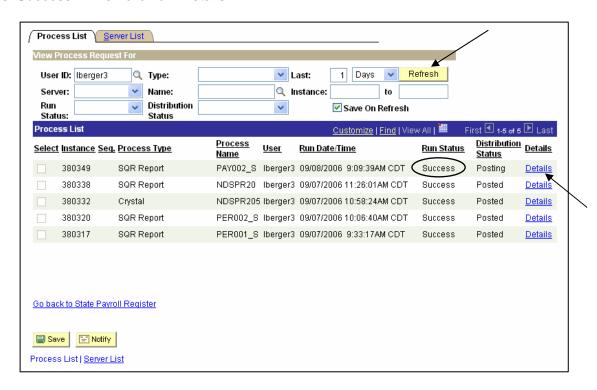
The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.



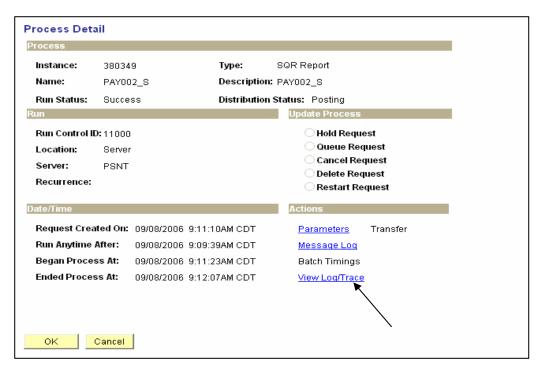
When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.



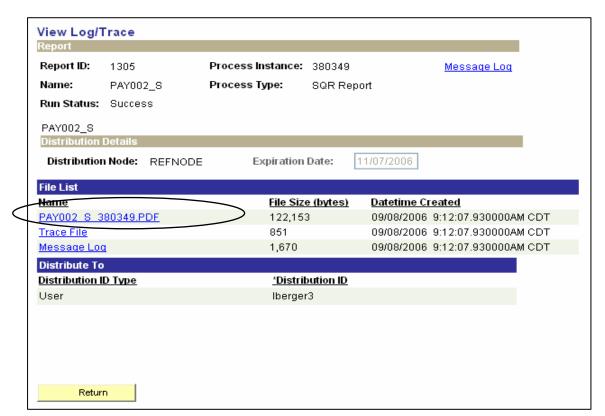
At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.



When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.



Then click the report name below to view the report.



The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.

